

**Diving Safety Officer  
Center for Marine Resource Studies  
Turks & Caicos Islands**

**Institutional Mission:**

SFS creates transformative study abroad experiences through field-based learning and research. Our educational programs explore the human and ecological dimensions of the complex environmental problems faced by our local partners, contributing to sustainable solutions in the places where we live and work. The SFS community is part of a growing network of individuals and institutions committed to environmental stewardship.

**Center Objective:** The SFS Center for Marine Resource Studies (CMRS), a field station located on South Caicos Island in TCI, is committed to providing educational and research opportunities to visiting students while collaborating with local stakeholders on setting the research agenda and sharing research outcomes. We operate year-round, delivering two semester and two summer programs. The Center strives to make a meaningful contribution to the sustainable management of South Caicos marine resources and ecosystems, to the better management of the terrestrial environment, and towards the preparedness of the local community for the advent of mainstream tourism. The Center research activities are carried out in three areas: assessment and monitoring of marine environments and species, conservation and management of marine resources, and socio-economic conditions for development.

**Position Summary:** Under the general direction of the Center Director, the Diving Safety Officer/Marine Operations Coordinator (DSO/MOC) is responsible for a variety of support duties associated with SFS/CMRS sponsored academic and scientific activities on and underwater in order to ensure these activities are carried out in an effective and safe manner in accordance with SFS and CMRS specific policies.

**Duties and Responsibilities:**

**General** -The routine operational authority for the diving and waterfront programs, including conducting training, leading dives (and snorkels), certification, and skill assessment for activities based out of the waterfront including but not limited to swimming, snorkeling, boat driving, and SCUBA diving. This is a hands-on position and involves frequent SCUBA diving and boat driving.

- Responsible for all purchases made pertaining to boating and diving at the Center as approved by the Center Director. This includes the development, submission, revision and adherence to an annual DSO budget approved by the Center Director.
- Responsible for the coordination of safety, scheduling, and management of tasks for prudent diving and boating practices at all times including visits by researchers, guests, and during related business opportunity programs.
- Responsible for all vessel safety requirements, maintenance and repair (with assistance of the Site Manager)

- Responsible for ensuring base-site radio coverage and safety support during all student boat activities
- Maintains or facilitates the maintenance of the Center's air compressor and ensures breathing media is in compliance with compressed breathing air specifications.
- Ensures that all SCUBA equipment used at the Center has been serviced annually (facilitates servicing where possible).
- Facilitates all tank servicing including visual and hydrostatic testing.
- Responsible for the development of prudent seamanship and dive master skills for staff as required (usually consisting of 3 Dive masters).
- Train all staff in small boat navigational principles and related operational skills.
- Supervises the organization of all student diving and snorkeling trips and frequently leads activities.
- Works with the Safety Director and Student Affairs Manager to screen all student medical records, and reports to the Center Director with a summary each semester.
- Participate in preparation of the Final Reports, SFS-CMRS Dive Manual revisions and other required reports.
- Reporting all boat, scuba and waterfront related incidents to the Center Director and HQ in a timely manner using the standard 'Incidence Report' forms.
- Management of student compliance with all waterfront policies.

### **Program Support**

- Participate in planning activities prior to the program start and in review/analysis following students' departure.
- Participate in training activities for new center staff prior to and during the program.
- Participate in and lead parts of the orientation and re-entry components of the program presented to students at the beginning and end of each program period.
- In cooperation with other Center staff, provide day-to-day coordination of Interns as delegated by the Center Director and contribute to Intern performance reviews.
- Participate in resolving group management issues and student discipline problems.
- As requested by the Center Director, assist with other logistical, group management and administrative tasks.

### **Daily Center Life**

- Live on-site for the duration of each program period and take meals with the students.
- On a rotating basis, take responsibility for Center-specific "staff of the day" duties.
- Take part in, and occasionally lead, Center upkeep projects, social and field activities.
- At the request of the Center Director, serve as caretaker for Center during program breaks and center rentals.
- Drive standard transmission vehicles and boats as needed.
- Adhere to, actively model and enforce all SFS and Center policies and procedures.
- At all times, work to ensure good relations between the Center and local community.

**Required Qualifications:**

- Active status SCUBA diving instructor's certification from a nationally recognized agency (i.e., PADI, NAUI, BSAC)
- First Aid/CPR instructor
- Oxygen administration instructor
- Extensive small boat handling experience
- Experience in outboard engine troubleshooting and mechanics
- Certified in visual inspection for cylinders and experience with hydrostatic testing
- Related experience with an academic institution
- Experience with marine rescue and hazard identification

**Preferred Qualifications:**

- Captain's License
- Bachelor's degree (highly desirable, marine related discipline an advantage)
- Experience in leadership (management) and personnel supervision
- Caribbean diving experience and knowledge of marine life highly desirable
- Experience in group living situations
- EMT qualified
- Wilderness First Aid Responder
- Tank inspection capability
- Shallow water diving experience

**Other Expectations:**

- Willingness to work flexible hours and live on site at the field station with a small team of permanent staff, groups of US undergraduate students and visiting researchers or programs, and participate in all center activities.
- Represent SFS at local and international conferences.

**Reports To:** Center Director

**Compensation:** Salary plus on-site room & board and an excellent benefits package.

**Start Date:** January 2016

**To Apply:** Submit a cover letter outlining relevant experiences and addressing the qualifications and expectations stated above and curriculum vitae online at

<https://fieldstudies.catsone.com/careers/index.php?m=portal&a=details&jobOrderID=5951237>

References will be required upon request.

Equal Opportunity Employer.